

## Amadeus Sign in Security Restatement

Dear Business Partner,

We wish to once again remind you regarding the Amadeus Local Security Administration. Local Security is a security application in Amadeus central system that provides a designated person in an office with responsibility to create, maintain and delete signs for individual users in the office. This person(s) is known as the Local Security Administrator or LSA.

In an effort to eliminate the need for users to contact Amadeus Helpdesk as well as simplify the task of maintaining the Local Security, we highly recommend LSA rights be assigned to Senior responsible staff at Agencies with one back up (if need be).

To ensure optimum use of the security functions and data protection, we recommend the following:-

- **Ensure the Sign-ins of staff who has left the organization is deleted immediately.**
- **Keep passwords assigned to every Sign- in to prevent misuse by anyone in the office.**
- **Ensure the passwords and Sign-ins are not disclosed to outsiders under any circumstances.**
- **Ensure strong passwords are assigned to individual signs.**
- **Ensure all users sign out from their respective terminal whenever they are leaving the work stations.**
- **LSA rights are assigned to senior staff with one back up.**

Incase LSA is not yet enabled for your Office/Staff, you may download the LSA form from our website: [www.amadeus.in](http://www.amadeus.in) under the section "Downloads" on the Home Page and send us the signed and stamped form on our respective helpdesk email. Please ensure the form is sent from your email id registered with Amadeus.

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